



**Committee of the Whole**  
**Committee Meeting**  
**~ Minutes ~**

**GRAND TRAVERSE COUNTY**  
**COMMISSION ON AGING**

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Tuesday, February 2, 2016

9:00 AM

GTCOA Meeting Room

**DRAFT: 2/2/16**

**APPROVED:**

**Call to Order**

Chair Harrand called the meeting to order at the Commission on Aging Meeting Room, 520 West Front Street, Traverse City, MI.

Attendee Name	Title	Status	Arrived
Rodetta Harrand	Chair	Present	
Sandra Busch	Vice Chair	Present	
Bill Rokos	Treasurer	Present	
Shirley Zerafa	Secretary	Present	
Christine Maxbauer	County Commissioner	Present	
Kory Hansen	Member	Present	
Carl Kucera	Member	Present	
Michelle Mercer	Member	Present	
Carol Sullivan	Member	Present	
David Taylor	Member	Present	

**Staff Present:** Georgia Durga, Director  
Cyndie F., Office Specialist  
Laura Green, IHS Deputy Director

**Guests Present:** Heidi Gustine, Community Outreach Coordinator, AAANM  
(Area Agency on Aging of Northwest Michigan)

**Approval of Agenda**

**Motion to approve the agenda as presented**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Sullivan
<b>SECONDED:</b>	Mercer
<b>AYES:</b>	Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Rokos, Sullivan, Taylor, Zerafa
<b>NAYS:</b>	None

**Aging Demographics in the 10 County Region**

Heidi Gustine, AAANM, Community Outreach Coordinator provided a presentation on the demographics in the 10 County region.

## **EXECUTIVE/FINANCE**

### **Approval of Executive/Finance Committee December Minutes**

No changes to the minutes requested, and were approved as presented.

### **Finance Reports**

#### ***November In-Home Services***

Rokos noted that the Finance Reports are November's numbers, and that December's Financials are not yet available. No comments or questions.

Rokos relayed that he reviewed the preliminary December information and noted that GTCOA will likely end the year with a substantial increase to fund balance. Discussion on the budgeted use of fund balance, wait lists, universal aides, acceptable fund balance goals, medication management and pension debt.

#### ***November Senior Center Network***

No comments or questions.

### **Acceptance of the November In-Home Services and Senior Center Network Finance Reports as presented.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Busch
<b>SECONDED:</b>	Hansen
<b>AYES:</b>	Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Rokos, Sullivan, Taylor, Zerafa
<b>NAYS:</b>	None

### ***November Budget Adjustment Report***

No questions or comments

### ***December Budget Adjustment Report***

Green reviewed several items on the report. Members discussed whether it was correct to accept the reports for adjustments past year end. Decision that the adjustments, as presented, are for information only as the year is over. Green asked how members would like to proceed with adjustments on a go forward basis. Members requested presenting the budget adjustments as needed at each meeting.



## **PROGRAM/COMMUNITY RELATIONS**

### **Approval of Program Committee December Minutes**

#### **Approval of the December Program Committee minutes as presented.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Kucera
<b>SECONDED:</b>	Sullivan
<b>AYES:</b>	Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Rokos, Sullivan, Taylor, Zerafa
<b>NAYS:</b>	None

### **Program Reports**

#### ***December Program Report IHS***

Green reviewed the reports for members and explained AAANM and CMH (Community Mental Health) contracts. Discussion on the potential of a misunderstanding that programs overlap (CARE and PACE.) Green reviewed the Unduplicated Client numbers for the year. Discussion on the HC (Home Chore) program clients and employees, and explanation by Green of changes to the HC staffing for this plowing season. Discussion on budget not expended due to loss of employees.

#### ***December Program Report SCN***

Green provided a short review of the numbers.

#### **Acceptance of the December In-Home Services and Senior Center Network Program Reports as presented.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Zerafa
<b>SECONDED:</b>	Mercer
<b>AYES:</b>	Busch, Hansen, Harrand, Kucera, Maxbauer, Mercer, Rokos, Sullivan, Taylor, Zerafa
<b>NAYS:</b>	None

### **Donor Letter Thank You**

Green relayed that clients providing a donation, with their bills, had not been receiving thank you letters; and that this has now been rectified.

### **Baskets of Bounty**

Green reviewed that 112 baskets were delivered, and provided a short synopsis of the items given to clients and donated for the cause.

## **Old Business**

Members asked if a comparison of the Voucher Program has been completed. Green relayed it has not, but staff will be working on that.

Green relayed that AARP Taxes started Monday, and discussed the press release for the same.

Green updated members on the combined newsletter with the Senior Center Network and Parks and Recreation. She handed out a copy of the upcoming cover and GTCOA section. She noted that the May/June cover would belong to GTCOA and asked for suggestions. Discussion on the mailing of newsletters this year.

## **New Business**

Harrand left 10:15 am

Green relayed information on Medication Management, explaining the cost, how and why staff would proceed with this option for a client. Green relayed information about a contracting discussion with AAANM on the subject.

Green updated members on Valentine's Day bags for clients, and noted that Hagerty Insurance is helping GTCOA with that again. Green provided information regarding a smoke alarm placement. Commissioner Maxbauer relayed information on an emergency trust fund for veterans.

## **Public comment**

Kucera thanked the Chairs for a great meeting.

## **Adjournment**

Meeting adjourned at 10:32 am

Minutes available by contacting the Grand Traverse County Commission on Aging office by phone at (231) 922-4688 or by mail at the following address: 520 West Front Street, Suite B, Traverse City, MI. 49684.

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